

SECRET

OSA-5025-63

18 September 1963

MEMORANDUM FOR: Acting Chief, Support Division, OSA

SUBJECT : OSA Imminent Move to New Fifth Floor Space

25X1A 1. On this date I had a telephone conversation with
25X1A [redacted] Deputy Chief, Physical Security Division,
25X1A Office of Security, as a follow-up to our discussion with
him on 17 September 1963. [redacted] informed me that
before the Office of Security can provide a receptionist
for our space on the fifth floor, it will be necessary for
this Office to obtain approval for a new slot for a GS-5
receptionist (and funds). He suggested, from his discussions
with Chief, Support, Office of Security, [redacted] that we
would have to take action through the Office of Comptroller,
etc., to obtain approval for this receptionist slot. He also
suggested that we should request approval for necessary funds
for a guard. He estimated the cost of a guard at [redacted] per 25X1A
hour for sixteen hours a day during normal work days and
twenty-four hours a day on Saturdays, Sundays and holidays.
25X1A [redacted] suggested that [redacted] ext. [redacted] of the 25X1A
Office of Security, is presently checking to determine the
exact cost for guard service.

25X1A 2. I requested [redacted] to ensure the availability
of a receptionist as early as next week, and he stated that
he would check to see if a receptionist is, in fact, available.

25X1A 3. With regard to the stairwell connecting the fifth
and sixth floors, [redacted] informed me that for safety
reasons it does not appear that it will be possible for us
by moving the steel mesh wire fence to have free access up
and down stairs. He went on to point out that it would appear
that the next best solution would be a push button type lock
on the doors to our area from the stairwell on the fifth and
25X1A sixth floors. This, said [redacted] should be incorporated

DO NOT WRITE IN THESE SPACES
RECEIVED DATE: 10/1/63
BY: [redacted]
ADDITIONAL COMMENTS: [redacted]

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in a request to Logistics which would be coordinated with the Office of Security.


4. The above is for your information and necessary action.

25X1A



Chief, Security Staff
OSA

25X1A

OSA/SS  mpr
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